



WSTF Health, Safety & Environmental Training

April 12, 2006

White Sands Test Facility



Agenda

- WSTF Orientation
- Safety & Health Courses
- Special Training
- Assessments
- Schedules
- Data Recording



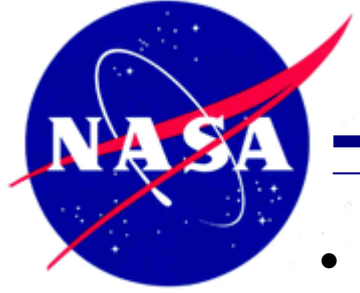
WSTF Orientation

Visitor Safety Briefing – 15 minute video seen at the security badging station.

SWT-001- 2-hour New Hire (Part I) Safety Orientation with a site tour the day the employee starts.

SWT-002 – 9-hour New Hire (Part II) Safety, Health and Environmental training over a two-day period, 30 to 60 days after arrival on site
Includes:

- Consequence Thinking Process
- Emergency Preparedness and Response
- Environmental Management System
- Ergonomic Awareness
- Hazard Management System
- Mishap Prevention Methodology
- Job Hazard Analysis
- Personal Protective Equipment



Safety & Health Courses

- Confined Space Entry –Annual
- Bloodborne Pathogen – Initial in class and Annual CBT
- Forklift Operations –Annual for all operators
- Hazardous Area Access – Annual refresher during Safety Day
- Hazardous Communication– Initial in class and Annual CBT
- Hearing Conservation –Annual
- Lockout/Tagout (Control of Hazardous Energy) –Annual
- Mobile and Elevated Work Platform Operation –Annual
- Respiratory Protection and fit testing – Initial in class and Annual fit test



Special Training

- Asbestos Awareness for Supervisors - Annual
- CPR – Every 2 years per OSHA, by Fire Department
- Fire Wardens – Annual and when assigned, by Fire Department
- First Aid – Every 2-years per OSHA by Fire Department
- Hazard Communications for Specific Chemicals - Annual
- Heat Stress – Seasonal (April-September)
- HSE workshop – All new HSEs and Deputy HSE's
- Safety Leadership Training – All new Managers and Supervisors



Assessments

WSTF form 442 – Supervisors notice of training needs for personnel who work in hazardous areas. The form identifies the type of environment that the employee will be working in and the type of medical evaluation needed as a prerequisite to the training required prior to issuing the PPE, i.e. Respirator half/full face, SCBA, TES, etc.

Special Processes training needs assessment performed by the supervisor of the employee who handles special chemicals, performs special operations (blockhouse monitor), Soldering, Test Monitor, Hazardous Chemical Handler, etc.

Training Plan – The NASA Site Manager has directed all the WSTF office chiefs to develop a training plan that identifies their training needs in order to stay current on Safety, Health and Environmental matters.



Schedules

Classes are scheduled a month in advance to allow supervisors to plan ahead. The trainer remains flexible to operational needs.

Most classes are conducted in a designated classroom away from the work site. Supervisors are encouraged to attend.

Computer Based Training (CBT) is available for some recurring courses, i.e., Bloodborne Pathogen, Hazard Communication.

Road trips (instructor goes to the work site) have cut down on away time for employees who require annual respirator fit testing and Confined Space Entry & LOTO to maintain proficiency.



Data Recording

All training is recorded in the White Sands Training Data Base (WTDB). Because there are multiple trainers in different locations around site, all training rosters are routed to the Quality section clerks for inputting.

The data can be read by anyone having the proper access to the WTDB (primarily supervisors).

The WTDB automatically forwards a list of employee coming due within 30 days, and overdue employees, to supervisors on the 10th of each month.

The trainer schedules classes based on the needs identified by the WTDB printout for the next month.

It is the responsibility of each supervisor to ensure that their personnel are available to attend the classes to maintain certifications.